



## DRIVER SAFETY MANAGER I

**Exam Code: 7MV09**

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|-----------------------------|---|
| <b>Department:</b>          | Department of Motor Vehicles  |
| <b>Final Filing Date:</b>   | December 22, 2017   |
| <b>Type of Recruitment:</b> | Departmental Promotional  |
| <b>Salary:</b>              | MONTHLY-RANGED-SALARY \$5,300.00 - \$6,634.00   |
| <b>Employment Type:</b>     | Permanent Full-time<br>Permanent Part-time<br>Permanent Intermittent<br>Limited Term Full-time<br>Limited Term Part-Time<br>Limited Term Intermittent |
| <b>Exam Type:</b>           | State-wide  |

**If you are currently on the Driver Safety Manager I employment list, your eligibility will be abolished once the new employment list is established. You must apply for this examination administration and pass the examination to gain eligibility on the new Driver Safety Manager I employment list.**

### EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

### WHO SHOULD APPLY?

This is a departmental promotional examination for the Department of Motor Vehicles. Applicants must:

1. must have a permanent civil service appointment with the Department of Motor Vehicles or meet the provisions of State Personnel Board Rules 234 or 235 by the final filing date; or
2. be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years as defined in Government Code Section 18990; or
3. be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992; or
4. be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678).**

## FILING INSTRUCTIONS

Standard State Applications (STD. 678) must be marked “**Driver Safety Manager I**” and submitted by the final filing date using one of the two options below:

**Postmarked by mail to:**

Department of Motor Vehicles  
Selection and Certification Unit  
**Driver Safety Manager I**  
P.O. Box 932315, MS E678  
Sacramento, CA 94232-3150

**OR    \*In person by 5 p.m. to:**

Department of Motor Vehicles  
Human Resources Branch  
“Selection & Certification Unit Drop Box”  
2415 1<sup>st</sup> Avenue, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95818

\*Standard State Applications (STD. 678) **must be placed in the “Selection & Certification Unit Drop Box” by 5 p.m. on the final filing date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will **not** be accepted. Standard State Applications (STD. 678) will **not** be accepted via email or fax.

Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes provided by the United States Postal Service (USPS) are not considered “postmarks” for the purposes of determining timely submission of an application.

Standard State Applications (STD. 678) may be downloaded at California Department of Human Resources’ CalCareers website at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All applications/resumes must include “to” and “from” employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

## DEFINITION

**“Performing duties comparable in level of responsibility to...”** To meet this requirement, the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward “Pattern II” must include at least one year of qualifying experience performing the duties of a class with a level of responsibility comparable to that described in the promotional pattern.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

**AND**

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - CONTINUED

### Either I

One year of experience in the Department of Motor Vehicles performing duties comparable in level of responsibility to a Driver Safety Hearing Officer, Range D (formerly known as a Principal Driver Safety Officer and Driver Safety Officer, Range D).

### Or II

Eighteen months of experience in the Department of Motor Vehicles performing duties comparable in level of responsibility to a Driver Safety Hearing Officer, Range C (formerly known as a Driver Safety Officer, Range C).

## POSITION DESCRIPTION

A Driver Safety Manager I may manage a small Driver Safety Office; supervise a group of Driver Safety Officers in a larger Driver Safety Office; or supervise professional/sub-professional/technical staff in a Headquarters office setting. A Driver Safety Manager I may also function as a nonsupervisory staff specialist in a difficult and sensitive program developing policy procedures, training, performing department reviews of Driver Safety Officers' decisions, or coordinating complex, difficult, and sensitive assignments in a Headquarters setting.

**Positions exist statewide.**

## SPECIAL CHARACTERISTICS

Possession of a good driving record which includes no convictions within the past three years for driving under the influence of alcohol or drugs, hit and run, reckless driving, or manslaughter. Also included is not being a negligent operator as defined in Section 12810 of the Vehicle Code, and having no Implied Consent and Administrative Per Se suspensions within the past three years, no failures to answer a signed promise to appear (40508 VC), or no failures to pay a lawfully imposed fine (40509 VC). If a person has failed to answer his/her signed promise to appear (40508 VC) or has failed to pay a lawfully imposed fine (40509 VC), he/she will not be hired until the court case has been cleared.

## EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Panel Interview, weighted 100%. Candidates must achieve a minimum passing score of 70% in order to be placed on the eligible list.

**It is anticipated that mandatory interviews will be held in February/March 2018.**

**Interviews will be conducted in Northern and Southern California.**

## SCOPE OF EXAMINATION

### **QUALIFICATIONS APPRAISAL PANEL INTERVIEW - WEIGHTED 100%**

The Qualifications Appraisal Panel Interview will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions for a brief period of time before entering the interview room. The interview panel will evaluate the candidate's responses to each question using a predetermined rating scale and predetermined scoring criteria. This testing component measures the knowledge and abilities listed below.

## KNOWLEDGE AND ABILITIES

### **Driver Safety Manager I**

#### **A. Knowledge of:**

1. Driver Safety practices and procedures.
2. Provisions of the California Vehicle Code Administrative Procedures Act.
3. Rules, regulations, and policies of the Department of Motor Vehicles.
4. Principles of personnel management, training, and effective supervision.
5. General and office management principles and practices.
6. Budgetary procurement procedures for personnel and equipment.
7. Overall purposes, organization, and activities of the Department of Motor Vehicles.
8. A supervisor's role in equal employment opportunities.

## KNOWLEDGE AND ABILITIES - CONTINUED

### B. Ability to:

1. Interpret and apply the laws, regulations, and policies relating to functions of the Driver Safety Program.
2. Establish and maintain cooperative relations with persons contacted concerning driver safety work and procedures including public officials and community leaders.
3. Conduct all types of hearings, interviews, and reexaminations.
4. Plan, organize, and direct the work of subordinate employees engaged in the various activities of the Driver Safety Program.
5. Review reports and make sound decisions.
6. Provide equal employment opportunities.

## VETERANS' PREFERENCE

Veterans' Preference **will not** be granted for this examination, because it does not meet the requirements to qualify for Veterans' Preference.

## CAREER CREDITS

Career Credits **will not** be added to the final score of this examination.

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:  
<https://www.calcareers.ca.gov/calHrPublic/Tools/ClassSalarysearch.aspx>

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three days prior to the written test date if he/she has not received his/her notice.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or Performance Test fails to reach him/her three days prior to his/her scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Standard State Applications (STD. 678) are available** at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov), local offices of the Employment Development Department, and the testing department on this examination bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.

**The Department of Motor Vehicles** reserves the right to revise the examination plan to better meet the needs of the state, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

## GENERAL INFORMATION--CONTINUED

**Criminal Record Clearance Information:** Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**If Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, or at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov).

**If High School Equivalence is required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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California Relay Telephone Service for the deaf or hearing impaired

from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

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